

July 2008

## INTEGRATED TRAVEL MANAGER USER ACCESS REQUEST FORM



ALL USERS MUST BE LISTED IN THE NOAA STAFF DIRECTORY PRIOR TO REQUESTING ACCESS TO THE COMMERCE BUSINESS SYSTEMS (CBS) APPLICATIONS. SUBMISSIONS AND UPDATES TO THE NOAA STAFF DIRECTORY CAN BE SENT TO NOAA.STAFF.DIRECTORY@NOAA.GOV.

Date of Request: \_\_\_\_\_

Access Requested: \_\_\_\_\_

Action Requested: \_\_\_\_\_

Employee Type: \_\_\_\_\_

Specify (if other): \_\_\_\_\_

*NOTE: If you are other than a NOAA or BIS employee, you will be contacted for your Social Security Number.*

Requester's Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Line Office: \_\_\_\_\_ Email Address: \_\_\_\_\_

Servicing Field Finance Branch: \_\_\_\_\_

*The user's signature certifies that they have completed the mandatory IT Security Awareness Course and consent to the NOAA CBS Non-Disclosure Agreement for System Access (attached). The supervisor's signature certifies that the requester is authorized to maintain current access to CBS.*

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please select the appropriate user role(s) for the access you require.*

**ITM USER** – creates, edits, views, and prints travel authorizations, vouchers, and local vouchers for themselves only.

**ITM REVIEWING/APPROVING OFFICIAL** – access to their own travel documents and those named in a specified group for reviewing/approval purposes.

**ITM GROUP ADMINISTRATOR** – (requires FMC Travel Coordinator approval) creates, edits, views, and prints travel authorizations, vouchers, and local vouchers for a specified group of travelers as well as themselves.

**ITM ROUTING ADMINISTRATOR** – (requires FMC Travel Coordinator approval) access to their own travel documents and those named in a specified group for routing maintenance purposes.

**ITM FINANCE OFFICE GROUP ADMINISTRATOR** – Finance Office staff only, who are only responsible for document approvals (TDY and Local).

**ITM FINANCE** – Finance Office staff only, who are responsible for document approvals (TDY and Local) and Group Administration.

**ITMR FINANCE** – Finance Office staff only, who are responsible for re-keying and document approvals of relocation authorizations and vouchers.

CBS Line Office & FMC Organization Code:  
(Required to add users to the correct ITM User Group)

FMC Travel Coordinator Approval:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Submit signed requests to the CBS Client Services Help Desk via FAX on 240-632-2886.*

*If you require assistance, please contact the CBS Client Services Help Desk on  
301-427-1023*

**FOR OFFICIAL USE ONLY**